

CLASSIFICATION

CENTRAL INTELLIGENCE AGENCY

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SUBJECT Operating Procedures of the Central
Commercial Bureau of USIA

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THIS IS UNEVALUATED INFORMATION

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1. There is such improvisation in the handling of the affairs of the Central Commercial Bureau of USIA. With the exception of Soviet key personnel, USIA employees perform all kinds of tasks not ordinarily related to their official positions. For example, an employee whose job is buying spends as much, and even more time, selling, and is also called upon occasionally to render technical assistance to Soviet commercial personnel.
2. An important feature of the USIA organizational setup are the weekly Saturday morning meetings, held at the Central Administration, Vienna I, Trattnerhof. Division chiefs who head such sections as the Construction Division, Metallurgical Division etc. meet every Saturday morning with the general managers of the various plants under their control. Graphic presentations and charts are prepared in advance for these meetings. Financial problems are also brought up, especially in the case of plants which find themselves unable to meet payroll requirements out of their own resources. Division chiefs are able to transfer money from one plant under their control to another one on a permanent or loan basis. Usually two or three hours are devoted to these meetings, after which all division chiefs report to the Chief of USIA, at which session a complete briefing on the state of business is imparted to the general manager of all USIA enterprises.
3. The chain of command with regard to USIA sales and purchases is as follows: all orders for commercial transactions have to be cleared and are discussed with the general manager (at present Dederkin). On all orders pertaining to the purchase or sale of materials, the signature of a second Soviet official is required. The position of the second Soviet official signing the order does not seem to be of importance, but Sekun and now Afdeyev as deputies to Dederkin usually act as co-signers. The same holds true for the signing of sales contracts, with the exception that in this case the certifying second Soviet official does not actually affix the signature to the sales contracts, but witnesses the signature of the first Soviet official. After the signing of the above-mentioned order, the national desk passes and processes the order, and a copy of it goes to the "Konfunktur Abteilung" for statistical recording.
4. In case of purchase orders originating with satellite trade missions in Vienna, orders are usually transmitted from them to the Central Commercial Bureau of

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Exhibit

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This document is hereby regraded to CONFIDENTIAL in accordance with the letter of 16 October 1978 from the Director of Central Intelligence to the Archivist of the United States.

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USIA by letter, or through a visit of one of their officials. In many cases, representatives of the Hungarian, Czech, Polish and Rumanian trade delegations do not call on the Chief of the USIA Central Commercial Bureau, but on the Soviet official heading the national desk involved in trading with the visitor's country. On the other hand, if the Central Commercial Bureau of USIA wants to offer commodities to the various satellite missions, it is usual for the Chief of the Central Commercial Bureau to draft letters, containing the offers, with prices, delivery dates, etc. which are then sent to the missions interested.

5. In the case of purchase orders originating with the Soviet Trade organizations, the chain of command runs as follows:

Soviet trust or trade organization
(by cable or letter)

Soviet Trade Delegation, Vienna, Mohllebenzasse
(by letter or personal visit)

Central Commercial Office

If, for instance, a Soviet trust wishes to purchase some equipment in Austria, the procedure would be as follows: The Soviet purchasing organization in the USSR, which is interested in the equipment, sends a purchase request, or a request for a quotation, to the local Soviet Trade Delegation, Vienna IV, Mohllebenzasse by letter or cable. The Trade Delegation in Vienna then writes a letter directly to the Central Commercial Bureau with a request for a quotation and an approximate delivery date. The letter is received by the chief of the Central Commercial Bureau who calls first on USIA firms which conceivably might be able to furnish this material, and at the same time tells one of his subordinates to scout for quotations for such equipment on the local market.

6. The Soviet Trade Delegation is in no position to issue orders to USIA or demand any preferential treatment from the Central Commercial Bureau for lower prices, quicker delivery, etc.

7. Further control is exerted through officers, located in the Hotel Imperial, to whom all USIA organizations have to apply whenever they want to ship goods in and/or out of Lower Austria and Vienna. These officers issue transport permits for goods to be shipped in and/or out of Lower Austria on behalf of USIA. At present there is a complete ban of shipping the following USIA-owned goods out of Lower Austria:

Copper, tin, lead, zinc, brass, bronze, sheet metal, tubing of all diameters, rubber, cesium, mercury.

8. All Soviet correspondence, letters, and orders between USIA firms and USIA with Moscow are regarded as classified and are always carefully guarded and locked up. All safes and strong boxes are sealed with a red wax seal at night, and their keys are in the possession of only one person who is assigned direct responsibility for their contents.

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